

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-194

For: State and County Offices

Management of Agricultural Credit (MAC) Automated System for Use With Workload Counts

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Cooks

1 Overview

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Background

MAC software for the System 36/AS400 computers was released in January 2000. Subsequent MAC releases have updated and expanded the system to provide an automated system which is used as an important tool in meeting FLP's business needs. One of the benefits of MAC is that BUD can now capture many of the FLP unit counts. Before MAC was available, County Offices were required to manually count the workload information. For County Offices to capitalize on this benefit, MAC data must be maintained and updated.

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Purpose

This notice:

- requires applicant/borrower data to be entered into MAC
- requires the standardized Workload Scheduling (WLS) codes in MAC (those created by the National Office) to be used
- provides information on the data elements and workload scheduling items in MAC that BUD queries will use to capture work measurement and workload units as of March 31 and September 30 of each fiscal year

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Contact

Direct questions about:

- this notice to Kathleen Miller, LMD at 202-720-1643
- work measurement or workload queries to Heidi Ware or Vicki Larson, BUD at 202-720-4483.

Disposal Date	Distribution
March 1, 2002	State Offices; State Offices relay to County Offices

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2 Workload Items and MAC Data

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Entering MAC Data Information County Offices shall enter MAC data information according to the following table.

Workload Item	Description
801	Loan Application Received For All Direct Farm Loan Programs. When MAC data element "Date Received" is entered on MAC Screen UAA20601 and data element "Direct/Guar" is entered with "D" on MAC Screen UAA20601, it is counted.
802	Program Eligibility Determinations for Direct Loan Applications. When MAC data element "Eligibility Decision Dt1", "Eligibility Decision Dt2", or "Eligibility Decision Dt3" is entered on MAC Screen UAA20601 and data element "Action Description 1", "Action Description 2", or "Action Description 3" is entered with "E" or "R" or "Action Description 1", "Action Description 2", or "Action Description 3" is not equal to "E" on MAC Screen UAA20601 and "Final Disposition Action" equals "W" and data element "Direct/Guar" is entered with "D" on Screen UAA20601, it is counted.
803	Loss Calculation and Test for Credit for EM Loan Eligibility Determinations. When MAC data element "Eligibility Decision Dt1", "Eligibility Decision Dt2", or "Eligibility Decision Dt3" is entered on MAC Screen UAA20601 and data element "Action Description 1", "Action Description 2", or "Action Description 3" is entered with "E" or "R" or "Action Description 1", "Action Description 2", or "Action Description 3" is not equal to "E" on MAC Screen UAA20601, and data element "Final Disposition Action" equals "W" and data element "Direct/Guar" is entered with "D" on MAC Screen UAA20601 and the data element "Fund Code" is entered with "43" on MAC Screen UAA20601, it is counted.
804	Loan Feasibility Determinations for All Direct Loans. When MAC data element "Final Disposition Date" is entered on MAC Screen UAA20601 and data element "Final Disposition Action" is entered with "A", "R", or "W" and data element "Action Description 1", "Action Description 2", or "Action Description 3" equals "E" on MAC Screen UAA20601, and data element "Direct/Guar" is entered with "D" on MAC Screen UAA20601, it is counted.
805	Loan Closing for All Direct Loans. When MAC data element "Closing Date" is entered on MAC Screen UAA21005, MAC Screen UAA21315, or MAC Screen UAA21010 and data element "Direct/Guar" is entered with "D" on MAC Screen UAA20601, it is counted.
821	Number of Direct Loan Borrowers. MAC data count of all unduplicated borrowers if they have at least one loan outstanding as of March 31 of the reporting year. The borrower is counted if the outstanding loan payoff date is absent or greater than March 31, the loan amount (LONAMT) is greater than zero and the original loan date (ORLNDT) is equal to or less than March 31 of the current fiscal year. This unit is counted once annually on March 31.

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2 Workload Items and MAC Data (Continued)

A
Entering MAC
Data
Information
(Continued)

Workload Item	Description
822	Financial Analysis and Specialized Direct Loan Servicing Activities. MAC data count of the number of completed WLS 4025. However, there is a maximum of 1 count per borrower per fiscal year.
823	Field Visits for Direct Loan Servicing Activities. MAC data count of the number of completed WLS 2004, 2005, 2015, 2050, 4005, 4065, 4070, 4071, and 4075. However, if the completion dates are the same for any of the above WLS items, then only 1 count is made.
824	Each Borrower Being Sent a 1951-T Letter. MAC data cannot be used to count this item at this time.
825	Each Borrower Being Sent a 1951-S Servicing Package. MAC data count the number of completed aocodes CBS301, CBS315, CCS301, CES301, CGS301, CGS304, and LTS301.
826	Subordination of Normal Income Security. No subordination data available in MAC at this time. When subordination data is available in MAC, it will be counted when request date is completed on Screen UAA35205 and request type equals "S" for subordination.
827	Subordination of Basic Security, Partial Releases, Etc. No subordination data is available in MAC at this time. When subordination data is available in MAC, it will be counted when the request date is completed on Screen UAA35205 and request type equals "B", "P", "V", "C", or "R".
828 and 829	Servicing Shared Appreciation Agreements and Inventory Property Management. MAC data cannot be used to count these items.
830	Debt Settlements. MAC data count of the number of completed aocodes CLW306, outcomes 1, 4, and 5; CLW307, outcome 1; and CEPS301, outcome 1.
901	Guaranteed Farm Loan Request Received. When MAC data element "Date Received" is entered on MAC Screen UAA20601 and data element "Direct/Guar" is entered with "G" on MAC Screen UAA20601 and the lender status code equals "A", "E", or "C" (or not equal to "P"), it is counted.

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2 Workload Items and MAC Data (Continued)

A Entering MAC Data Information (Continued)

Workload Item	Description
902	Program Eligibility Determinations for Guaranteed Loan Applications. When MAC data element "Eligibility Decision Dt1", "Eligibility Decision Dt2", or "Eligibility Decision Dt3" is entered on MAC Screen UAA20601 and data element "Action Description 1", "Action Description 2", or "Action Description 3" is entered with "E" or "R" or "Action Description 1", "Action Description 2", or "Action Description 3" is not equal to "E" on MAC Screen UAA20601 and data element "Final Disposition Action" equals "W" and data element "Direct/Guar" is entered with "G" on MAC Screen UAA20601 and the lender status code equals "A", "E", or "C" (or not equal to "P"), it is counted.
903	Loan Feasibility Determinations for All Guaranteed Loans. When MAC data element "Final Disposition Date" is entered on MAC Screen UAA20601 and data element "Final Disposition Action" is entered with "A", "R", or "W" on MAC Screen UAA20601, and data element "Action Description 1", "Action Description 2", or "Action Description 3" equals "E" on MAC Screen UAA20601, and data element "Direct/Guar" is entered with "G" on MAC Screen UAA20601 and the lender status code equals "A", "E", or "C" (or not equal to "P"), it is counted.
904	Loan Closing for All Guaranteed Loans. When MAC data element "Closing Date" is entered on MAC Screen UAA22004 and data element "Direct/Guar" is entered with "G" on MAC Screen UAA20601 and the lender status code equals "A", "E", or "C" (or not equal to "P"), it is counted.
905	Guaranteed farm loan request received. When MAC data element "Date Received" is entered on MAC Screen UAA20601 and data element "Direct/Guar" is entered with "G" on MAC Screen UAA20601 and the lender status code equals "P", it is counted.
921 and 922	Routine Guaranteed Loan Servicing and Maintaining Lender Records and Feasibility Determinations for Guaranteed Loan Servicing Activities. MAC data cannot be used to count these items.
923	Lender File Reviews for SEL and CLP. MAC data count of completed WLS 4035 when lender type in LNG file is not equal to "P".
924	Lender File Reviews for PLP. MAC data count of complete WLS 4035 when lender type equals "P".
925	Servicing Guaranteed Loan Borrowers Through Liquidation or Bankruptcy and Processing Loss Claims. MAC data cannot be used to count this item.

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2 Workload Items and MAC Data (Continued)

A Entering MAC Data Information (Continued)

Workload Item	Description
1001	Banking and Collections for All Loan Programs. The A/36 or AS400 data can be used to count SCOAP payments, but MAC data cannot be used to count the other items that must be included in the count.
1002	Real Estate Appraisals Performed by FSA Employees. MAC data count of completed WLS 4062.
1003	Chattel Appraisals Performed by FSA Employees. MAC data count of completed WLS 4060.
1004	Reviewing Real Estate Appraisals Performed by Lenders or Contract Appraisers for Direct or Guaranteed Loan Making and Servicing (A12M) (third party appraisers). MAC data count of completed WLS 5002 and WLS 4077.
1005	Reviewing Chattel Appraisals Performed by Lenders or Contract Appraisers for Direct or Guaranteed Loan Making and Servicing (A12N). MAC data count of completed WLS 4061 and WLS 4078.

3 Manual Count Adjustments

A MAC Move Software

The MAC move software is in acceptance testing. It will not be released to Field Offices until later this fiscal year. It is important to note that if a County Office has transferred files to another County Office, MAC data will still reside in the original County Office until the data is moved by the MAC move software. It will be necessary to follow BUD information including Notice AO-1244 and Q&A's found on the Work Measurement and Workload Forum and web site about manual count adjustments in both the original and receiving County Office.

4 Action

A SED Action

SED's will ensure that all:

- MAC data listed in this notice about workload counts is entered by the appropriate Field Offices
 - National Office created WLS codes are used by Field Offices to the extent possible to track their work.
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